

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OLDER ADULT SYSTEM OF CARE**



TRANSFER OPPORTUNITY – DMH Employees Only
Staff Assistant I

The West Los Angeles Service Area 5 Administration is seeking candidates who are interested in the position of a Staff Assistant I. The Staff Assistant will provide clerical support to the West LA Area Administration Office and SA5 Specialized Foster Care (SFC).

ESSENTIAL JOB DUTIES:

- Supervise clerical staff and ensure their duties are completed in a timely manner
- Provide support to SA5 administration staff and SB82 team when clerical staff is unavailable
- Lead for placing Service Catalog Request for various issues
- Building's lead for Health and Safety as well as BEC
- Conduct Quarterly Facility Inspections and Drills, Monthly Panic Alarm Test and Fire Extinguisher Inspections
- Lead for setting up interviews for programs via transfer bulletins or CDMS all the way to completing the PAR
- Responsible for completing paperwork for new staff to gain access to building and various programs
- Lead clerical support for co-located Specialized Foster Care Staff at DCFS
- Provide various support functions to the Navigation Team and SFC and assist in the maintenance of various tracking logs RTS and IBHIS
- Attend various countywide and SA5 meetings including HRB Forum and Quarterly BEC meetings; Conduct the SA5 Health and Safety meeting for all SA5 programs.
- Complete special assignments as part of the SA 5 Admin team, as needed
- Oversee the ordering of supplies via Special Requests
- Responsible for setting up repairs for office equipment to keep office running smoothly

DESIRABLE QUALIFICATIONS:

- Ability to grasp information quickly and work independently with minimum supervision
- Ability to work under pressure as a member of a team and collaborate with other staff
- Knowledge and experience in placing orders through Special Requests and Service Catalog
- Ability to multi-task and work through interruptions
- Proficient in Microsoft Word, Excel, Visio

Interested applicants who are currently holding the payroll title of Staff Assistant I may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards by

5:00 PM on Friday, October 2, 2015 to:

Lizette Espinoza
Telephone: 310-482-6606
Fax: 310-313-0813

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